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Ming Chi University of
Technology

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學生請假作業辦法
Guidelines of Leave Application for
Students

制定部門：學生事務處生活輔導組

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目 錄

Table of Contents

	頁次
第一條 目的	1
Article 1 Objective/Purpose	
第二條 適用對象	1
Article 2 Applicability	
第三條 請假方式	1
Article 3 Method of Application	
第四條 假別	2
Article 4 Types of Leave	
第五條 請假規定	5
Article 5 Regulations for Leave Application	
第六條 請假核決權責	7
Article 6 Responsibility and Authority for Leave Approval	
第七條 實施與修訂	8
Article 7 Implementation and Amendment	

學生請假作業辦法

Guidelines of Leave Application for Students

95 年 11 月 30 日學務會議修訂通過

110 年 05 月 26 日學生事務會議修訂通過

Amended passed by the Student Affairs Meeting on November 30, 2006.

Amendment passed by the Student Affairs Meeting on May 26, 2021.

第一條 目的

為使本校學生因故不能到課、不能參加集會或必須外出，而需要辦理請假時，有所依循，特訂定「學生請假作業辦法」（以下簡稱本辦法）。

Article 1 Objective/Purpose

The “Guidelines of Leave Application for Students” (hereinafter called these “Guidelines”) is established to provide a reference for leave application when students cannot come to class, join the assembly, or need to go out of the school for some reason.

第二條 適用對象

本校各學制學生（含延修生）。

Article 2 Applicability

These Guidelines shall apply to all MCUT students (including students with delayed graduation).

第三條 請假方式

使用線上請假系統。

Article 3 Method of Application

Leave shall be applied for over the online leave application system.

第四條 假別

區分為事假、病假、公假、喪假、婚假、產假、原住民族歲時祭儀假、育嬰假、哺乳假等 9 種。

一、事假：

應持相關證明文件於事先請假。如有突發重大事故，情形特殊不及事先請假者，亦應於當日先行以電話向舍監、導師及教官報備，返校後立即補辦請假手續。

二、病假：

一般病假：1 天假應有就醫證明、家長證明，2 天以上須另附醫療單位診斷證明，於病癒到校上課之 6 日內，完成請假手續。

生理假：女性學生因生理期致身體不適者，每月得請生理假 1 日，為尊重個人生理隱私，無需出示證明（第二天起以一般病假論）。

三、公假：

校內公假，應由簽派單位簽證蓋章後，經權責人員核示同意；校外公假應有兵役或校內外行政主管單位公文證明並事先完成請假，不得事後補假。

四、喪假：

須檢附相關證明文件（死亡證明或訃聞）方得請假。學生或學生配偶之直系親屬（含養父母、繼父母）喪故，給假 8 日為限；學生或學生配偶之兄弟姊妹喪故，給假 5 日。（超過天數以事假處理）

五、婚假：

需檢附相關證明文件（喜帖或入戶入籍謄本）方得請假，給假八日，應連續一次請完，一學年內限請 1 次。

六、產假：

(1) 需檢附相關證明文件（出生證明或醫院診斷證明），正常分娩者給假 30 日，懷孕 3 個月以上流產者給假 14 日（以上均內含例假日），應連續一次請完，不列入扣考時數累計。

(2) 學生因配偶分娩者，得請陪產假 2 日，不列入扣考時數累計。

七、原住民族歲時祭儀假：

- (一) 具原住民身分之學生，遇原住民族歲時祭儀，得申請放假 1 日（每年度放假日期，依當年度行政院原住民族委員會之公告日期辦理）。
- (二) 原住民族於歲時祭儀申請放假，須提出戶籍謄本、戶口名簿或政府機關所開具證明文件。（如村里辦公室開具證明）

八、育嬰假：

學生因哺育 3 歲以下幼兒之突發狀況需請育嬰假時，應檢具戶口名簿或出生證明文件請假，不列入扣考時數累計。

九、哺乳假：

學生因哺育未滿 1 歲之子女，原則每日哺集乳時間 2 次，每次以 1 節課計，不列入扣考時數累計。

Article 4 Types of Leave

The nine types of leave are: personal leave, sick leave, duty-related leave, compassionate (bereavement) leave, marriage leave, maternity leave, leave for the annual ritual of indigenous peoples, parenting leave, and breastfeeding leave.

1. Personal leave

Leave shall be applied for in advance with valid documents of proof. When there is a major accident or special occurrence that advance leave application is prevented, students shall first report to the warden, class advisor, or counseling military training and education officer in advance and make up the leave application procedures after returning to school.

2. Sick leave:

Ordinary sick leave: A proof of medical attention, parent's proof shall be submitted for leave of one day or a certificate of diagnosis issued by a medical institution shall be submitted for leave of two or more days. Students shall complete the leave application procedures within six days after returning to school.

Menstrual leave: Female students may apply for menstrual leave for one day for the physical discomfort due to menstruation. To response the menstruation privacy of students, no proof shall be needed (this shall be considered as ordinary sick leave from the second day onwards).

3. Duty-related leave

On-campus duty-related leave shall be approved by the assigning unit by signing and affixing the seal and the consented by the responsible person. Off-campus duty-related leave shall be applied for in advance with the military service documents or the documents of the on-campus and off-campus competent administrative units. No application afterwards shall be accepted.

4. Compassionate (bereavement) leave

The relevant documents (death certificate or obituary) shall be submitted to apply for the leave. Eight days of leave shall be granted for the decease of the lineal relatives (including adopted parents and step parents) of the student or his or her spouse; and five days of leave shall be granted for the decease of the siblings of the student or his or her spouse. (Leave in excess of these lengths shall be considered as personal leave.)

5. Marriage leave

The relevant documents (wedding invitation or moving-in household registration transcript) shall be submitted to apply for the leave. Eight days of leave shall be granted. Students shall take the leave in one time. One time of marriage leave shall be allowed for each academic year.

6. Maternity leave

(1) The relevant documents (birth certificate or hospital's certificate) shall be submitted to apply for the leave. Thirty days of leave shall be granted for normal childbirth. Fourteen days (including public holidays) of leave shall be granted for miscarriage within pregnancy for three months. Leave shall be taken in one time and will not be

- included in the absence length (hours) for rejection of examination.
- (2) Male students are entitled to a two-day paternity leave for the childbirth of their spouse. Leave will not be included in the absence length (hours) for rejection of examination.
7. Leave for the annual ritual of indigenous peoples
- (1) Students who are indigenous peoples may apply for the one-day ritual leave (the actual date shall be subject to the dates announced by the Council of Indigenous Peoples, Executive Yuan, each year) for the annual ritual of indigenous peoples.
- (2) When applying for the ritual leave, indigenous students shall submit the household registration transcript, household certificate, or documents of proof issued by the government agency. (Such as documents issued by the village office.)
8. Parenting leave
Students needing to apply for parental leave due to an occurrence of their children aged under three years shall submit the household certificate or birth certificate. Leave will not be included in the absence length (hours) for rejection of examination.
9. Breastfeeding leave
Students needing to breastfeed children aged under one year may collect milk two times a day on principle, and each time shall be one period. Leave will not be included in the absence length (hours) for rejection of examination.

第五條 請假規定

- 一、學生請假時，應於事先填寫「學生請假單」，並上傳相關證件由系統自動傳送導師、輔導教官轉生活輔導組辦理請假，夜間請假及多天請假，無法住宿時，須同時向舍監報告登記。
- 二、病假或喪假未及事先請假者，應先向舍監、導師、教官等有關人員作口頭或電話報備，俟返校後 6 日內補辦請假手續。若 6 日內（假日不計）未完成者，第 7 日以後

系統不受理須以紙本請假，第 7 日至第 12 日補辦請假手續須記申誠 1 次，第 13 日（含）以上一律不予准假。惟每學期結束前 1 週之請假手續，須學期結束前完成。

- 三、凡請假學生有偽造家長印章證明或欺騙情事者，除以曠課論處外，並依「學生獎懲規定」論處。
- 四、學生公假每學期不得超過 45 小時，其超過部份以事假計算；唯代表學校參加各項活動，經核准並有師長帶隊者不在此限。
- 五、請假扣分標準悉依「學生操行成績考核作業辦法」辦理。
- 六、學生發現請假未完成及曠課紀錄錯誤，應於 2 週內提出更正申請，特殊狀況核准者可延長至 30 天。

Article 5 Regulations for Leave Application

1. Students shall fill in the “Student Leave Application Form” before applying for leave and upload the relevant documents of proof for the system to automatically deliver them to the class advisor or counseling military training and education officer to forward to the Student Assistance Division to proceed with leave application. When dormitory housing is prevented for leave in the evening or for multiple days, students shall also report and register to the warden.
2. When advance application for sick leave or compassionate leave is prevented, students shall first report to the warden, class advisor, and military training and education officer orally or over the phone and make up the leave application procedures within six days after returning to school. Students failing to make up the leave application procedures within six days (excluding holidays) after returning to school, the system shall reject online application from the seventh day onwards, and students shall make up the leave application procedures in paper format. Students shall be disciplined with a reprimand for make up the leave application procedures within the seventh to the twelfth days. Make up the leave application procedures from the thirteenth day onwards shall not be accepted. However, application for leave one week before the end

- of a semester shall be completed before the end of semester.
3. Students using forged seals of parents or engaging in deception shall be deemed as unexcused absence and disciplined according to the “Guidelines of Reward and Discipline for Students”.
 4. The maximum length of duty-related length shall be 45 hours each semester. The length in excess of 45 hours shall be considered as personal leave, except for participation in various events led by academic staff.
 5. The mark deduction for leave shall be subject to the “Guidelines for Conduct Evaluation of Students”.
 6. After discovering errors in the incomplete leave application or unexcused absence records shall apply for corrections within two weeks. Extension to thirty days may be allowed for special situations.

第六條 請假核決權責

- 一、 1日以內(含外宿)由導師及輔導教官核准。
- 二、 2~3日由生活輔導組組長核准。
- 三、 4~6日由副學務長核准。
- 四、 7日以上由學務長核准。
- 五、 各學制延修生、碩二生請假由系(所)主任及輔導教官核准。
- 六、 工讀實習請假依各實習單位規定辦理。

Article 6 Responsibility and Authority for Leave Approval

1. Leave for one day (including off-campus housing) shall be approved by the class advisor and counseling military training and education officer.
2. Leave for two to three days shall be approved by the director of the Student Assistance Division.
3. Leave for four to six days shall be approved by the associate dean of student affairs.
4. Leave for seven days or long 7 shall be approved by the dean of student affairs.
5. Leave application of students with delayed graduations of all programs and year 2 students of master's

programs shall be approved by the department (graduate institute) chair and the counseling military training and education officer.

6. Leave application of internship students shall be subject to the regulations of the relevant internship units (employers).

第七條 實施與修訂

本辦法經學生事務會議通過，陳校長核定後公布實施，修訂時亦同。

Article 7 Implementation and Amendment

These Guidelines shall be promulgated and implemented after the passage of the Office of Student Affairs and the approval of the president. The same shall apply to the amendments hereto.